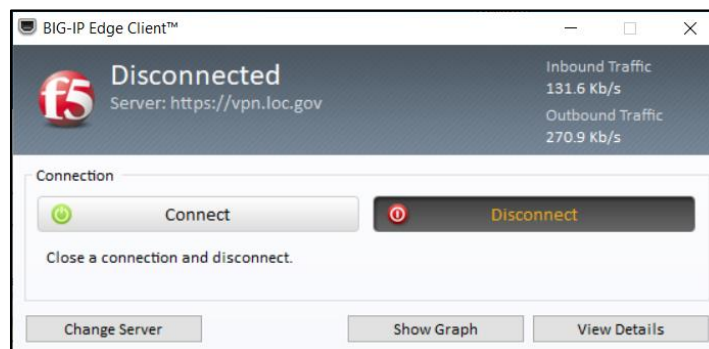# Managing Your Library Laptop

Please perform the following procedures daily to optimize your laptop's performance while working remotely.

At the End of Each Work Day:

1. Close all applications on your workstation.

2. Disconnect your VPN session.

    a. Select the **Big-IP Edge** icon and click the **Disconnect** button.

3. After the VPN shows **Disconnected**, restart and log in to your laptop.

   a. Click the **Start Menu Windows** icon. Then select the **Power** icon and click **Restart**.
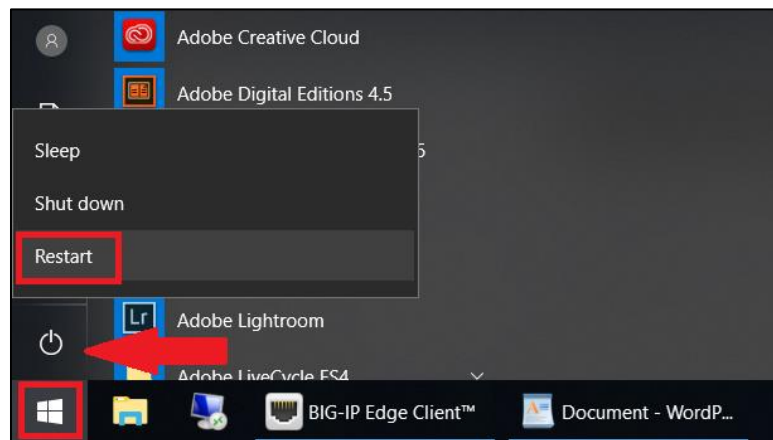
    b. After rebooting, log back in using your PIV key PIN **or** your Library username and password.

       Note: If you enter your Library username and password, select a multifactor authenticator from the dropdown menu to verify your identity.
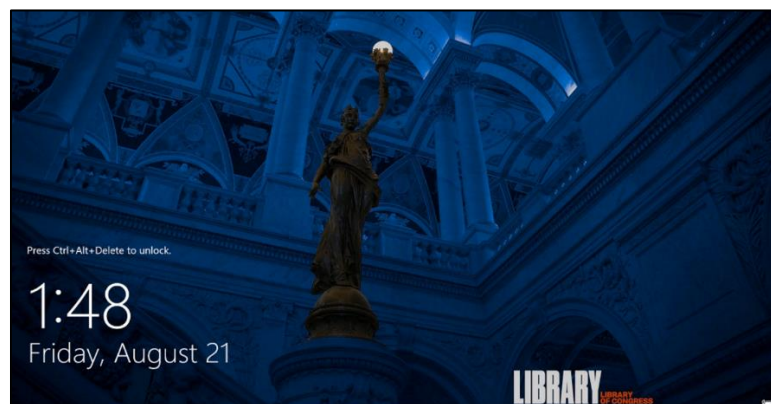
4. After you are logged in, reconnect to the VPN.

    a. Select the **Big-IP Edge** icon to open.

    b. Click the **Connect** button*.*

    c. When prompted, select either PIV **or** Centrify/Idaptive and enter your credentials.
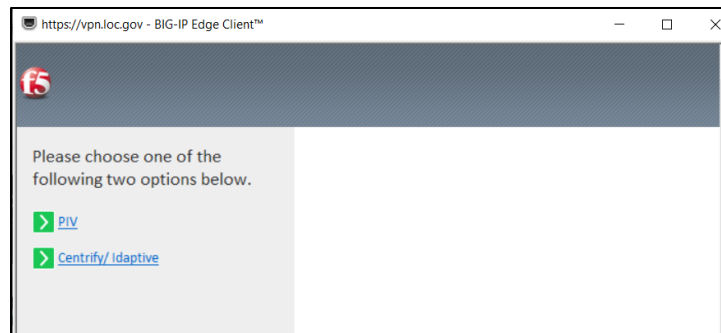
5. After the VPN is connected, press the **Windows + L** keys at the same time to lock your laptop.

6. Make sure your laptop is plugged in to a power source and connected all night.

Software updates are uploaded to Library laptops during maintenance windows on Tuesday and Thursday evenings. Keeping the VPN connected overnight allows software updates to load to your laptop when released by OCIO.

At the Beginning of Each Work Day:

1. Unlock your laptop.

    a. Enter your PIV key PIN or Library password to log in. If prompted, follow the steps to verify your identity with your selected multifactor authenticator.
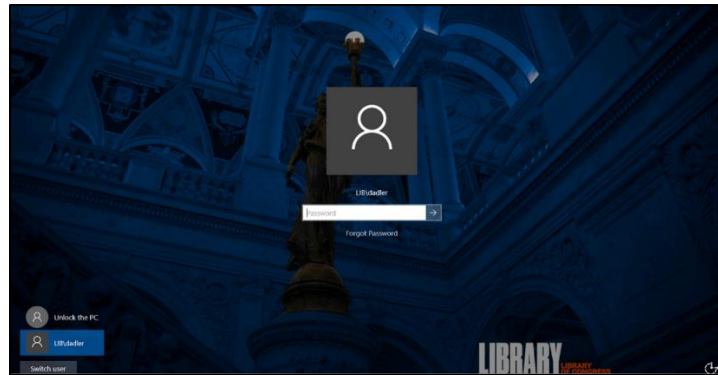
2. Disconnect your VPN session from the previous day.

   a. Select the **Big-IP Edge** icon and click the **Disconnect** button.
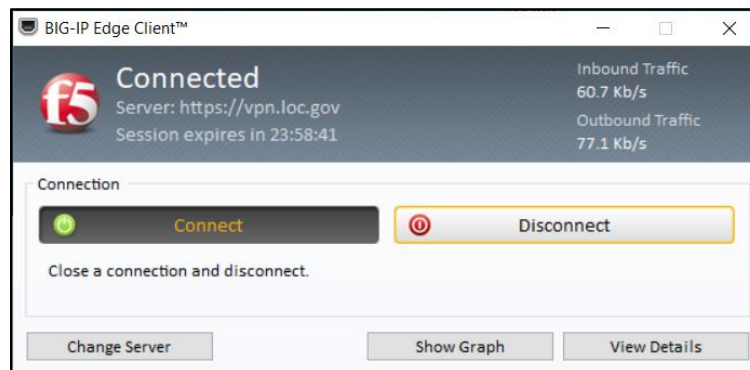
3. Restart and log in to your laptop.

    a. Click the **Start Menu Windows** icon. Then select the **Power** icon and click **Restart**.

    b. After rebooting, log in using your PIV key PIN **or** your Library username and password.

    Note: If you enter your Library username and password, select a multifactor authenticator from the dropdown menu to verify your identity.

4. Reconnect to the VPN.

    a. Select the **Big-IP Edge** icon to open.

    b. Click the **Connect** button.

c. When prompted, select either PIV **or** Centrify/Idaptive and enter your credentials.
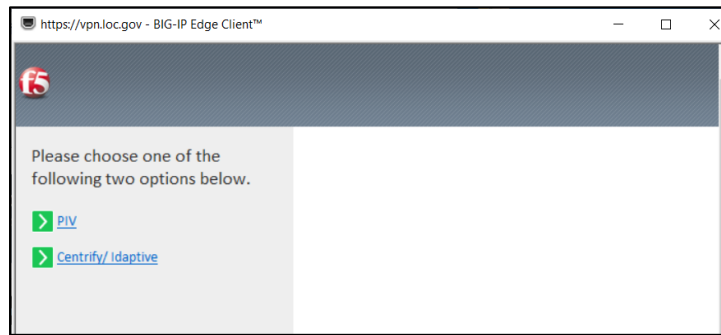
Be sure to restart your laptop the morning after OCIO updates. This stops any background processes that may cause the laptop to respond slowly.

If you need assistance, contact the OCIO Service Desk at ocioservicedesk@loc.gov, (202) 707-7727, or ex. 7-7727.